

No. NIIRNCD/Consultant (Accounts)/2021

Date: 26.10.2023

**आईसीएमआर-एनआईआईआरएनसीडी-जोधपुर में परामर्शक (लेखा) की नियुक्ति हेतु विज्ञापन**

आई.सी.एम.आर.-राष्ट्रीय असंचारी रोग कार्यान्वयन अनुसंधान संस्थान, जोधपुर, सरकारी विभागों से सेवानिवृत्त पेशेवरों से अनुबंध के आधार पर सलाहकार (लेखा) (1 पद) की नियुक्ति के लिए आवेदन आमंत्रित करता है।

पात्रता मानदंड, आयु सीमा आदि विवरण नीचे उल्लिखित है।

No. NIIRNCD/Consultant (Accounts)/2021

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**WALK-IN-WRITTEN TEST/PERSONAL DISCUSSION/INTERVIEW**  
**FOR THE POST OF CONSULTANT (ACCOUNTS)**

National Institute of Implementation Research on Non-Communicable Diseases (formerly Desert Medicine Research Centre), Jodhpur is a permanent research Institute under the aegis of Indian Council of Medical Research, Department of Health Research, Ministry of Health & Family Welfare, Govt. of India.

NIIRNCD invites eligible applicants for the **walk-in-written test/personal discussion/interview** for the full-time post of Consultant (Accounts) on purely temporary basis, initially for six months at NIIRNCD, New Pali Road, Jodhpur as per the schedule given below: -

**Name of the Post: Consultant (Accounts) – UR.**

**Date & Time of walk-in-written test/personal discussion/interview: 20.11.2023 at 11:00 AM.**

**Reporting Time: 09:00 AM to 10:00 AM.**

**Venue: National Institute of Implementation Research on Non-Communicable Diseases (formerly Desert Medicine Research Centre), New Pali Road, Jodhpur – 342005.**

**Essential Criteria: -**

Retired Govt. Employees with Bachelor degree in any discipline from a recognized University and in the pay Level-7 (pre-revised Grade Pay of Rs 4600/-) and above with more than 15 years of finance/accounts experience.

**Age Limit:** Not more than 64 years of age as on date of written test/interview i.e. **20.11.2023.**

**Emoluments: -** Fixed Consolidated salary per month. The emoluments (Fixed Consolidated salary) shall be decided by the Selection Committee on the basis of educational qualifications and experience of the candidates and in accordance with the guidelines issued by the Govt. of India and ICMR in this regard from time to time.

**Desirable Criteria: -**

1. Sound knowledge of GFR, Govt. Pay and Pension Fixation rules, Government Procurement Rules, Budget and Annual Accounts.
2. Good command over English language.
3. Knowledge of computer applications (MS-Word/PPT/Excel) etc.

### Work Responsibilities: -

1. To undertake the work of Internal Auditor.
2. Verification of fixation of pay on appointment/promotion/verification of pension/revision of pension etc.
3. To assist in all taxation (Income tax/TDS/GST) compliance, complying with statutory requirement of maintenance and presentation of accounts.
4. To check contingency and other bills.
5. To assist in internal audit/statutory audit/CAG Audit.
6. Any other work assigned by the competent authority.

### PROCEDURE FOR RECRUITMENT:-

1. The eligible candidates willing to apply for the above mentioned post may download the Application Form from the websites of ICMR at <https://main.icmr.nic.in/career-opportunity> and NIIRNCD at <https://niirnacd.icmr.org.in/recruitment.php>.
2. The candidates shall bring the duly filled Application Form along with all documents in support of (a) Proof of Date of Birth (b) Qualification (c) Experience (d) Recent Passport size photograph etc. while coming for written test/personal discussion/interview as per the schedule given above.
3. The Eligibility of the candidates shall be checked at the venue and only eligible candidates shall be allowed to appear for the written test/interview as the case may be.
4. In case of more than 30 candidates, a written test comprising of 50 number of **Multiple Choice Questions (MCQ)** with 50 marks, shall be taken. The questions shall pertain to the work responsibilities attached to the post as mentioned above. The Qualifying Marks for the written test shall be as under:- **For SC/ST: 35%.**  
**For UR/OBC/EWS: 40%.**
5. The candidates scoring qualifying marks or more in the written test shall be interviewed as follows:-

Sl. No.	Name of the Post	No. of Posts	No. of Candidates to be interviewed
1	<b>Consultant (Accounts)</b>	01 (UR)	Top 5 candidates in the written test

6. The final merit shall be prepared on the basis of marks of written test and interview. In case of non-conductance of interview being less than 30 candidates, the merit shall be prepared on the basis of marks obtained in the interview.

**Other terms and conditions for engagement of Consultant (Accounts):-**

1. The initial engagement of consultant shall be six months from the date of appointment. After expiry of initial engagement period of six months, the engagement may be extended further as per the requirement based on satisfactory performance and mutual consent between ICMR-NIIRNCD and consultant.
2. The appointment of consultant would be on full time basis and he/she would not be permitted to take up any other assignment either part time or full time during the engagement with the Institute.
3. The appointment of consultant is of a temporary nature and can be terminated by giving not less than one months' notice on either side at any time without assigning any reason.
4. The consultant shall be paid a fixed consolidated monthly remuneration as per the guidelines issued by the Govt. of India and ICMR in this regard from time to time. The amount of remuneration so fixed shall remain unchanged for the term of contract. No other allowance shall be admissible.
5. The consultant shall be completely accountable for any advice/service rendered by him/her during his/her engagement in the Institute in view of the norms of ethical business and professionalism.
6. Working hours shall normally be from 09:00 am to 05:30 pm during working days. However, in exigencies of work, he/she may be required to work on Saturday/Sunday/Holiday.
7. The provisions of Leave shall be regulated as per the guidelines of ICMR as amended from time to time.
8. **Experience in the relevant Grade Pay/Pay Level should be on regular basis. Pay scale granted under MACP/ACP will not be considered as qualifying experience.**

9. **No TA/DA/Joining time shall be admissible for joining the assignment or on its completion/termination.**
10. Incomplete applications or not submitted in prescribed format or without photo and signature shall be summarily rejected.
11. Submission of incorrect or false information shall disqualify the candidature at any stage.
12. Since, the post is purely on temporary/contractual basis, no benefit of Provident Fund, Leave Travel Concession, Medical, etc. will be available to the appointee.
13. Age limit and experience will be considered as on the date of written test/interview i.e. 20.11.2023.
14. The Director, NIIRNCD has the right to accept/ reject any application without assigning any reason thereof and no correspondence/recommendation will be entertained in this matter.
15. The Institute reserves the right to frame a panel for waitlisted candidates which will be valid for a period of one year.
16. Canvassing and bringing outside influence in any form for short listing or employment will be treated as disqualification and the candidate will be debarred from selection process.
17. Selected candidates have to sign an agreement of contractual appointment with NIIRNCD.
18. Qualification and experience should be in relevant discipline/field and from a reputed institution / organization recognized by relevant authority.
19. The post is to be filled-up on purely temporary and contractual basis & the candidate will have no right to claim for any type of Permanent Employment under ICMR- NIIRNCD or continuation of his/her services in any other project of the Institute.
20. Any Addendum/Corrigendum in respect of above vacancies, notice shall be issued on websites: <https://main.icmr.nic.in> and <https://niirnacd.icmr.org.in> only and no separate notification shall be issued in the press. Applicants are requested to regularly visit the websites to keep themselves updated.

**Note: The following Preventive measures are strictly to be adhered by the candidates appearing for written test/interview on the scheduled date and time to contain the spread of Novel Corona virus (COVID-19) inside the premises and during recruitment process:**

- (a) Wearing of face cover is compulsory.
- (b) Spitting in public & work place shall be punishable with fine, as may be prescribed in accordance with its laws, rules or regulations by the State/UT local authority.
- (c) Social distancing shall be followed by all persons in public places and in transport.
- (d) Provision for thermal screening, hand wash and sanitizer shall be made at all entry and exist points and common areas.
- (e) Use of ArogyaSetu App is mandatory.
- (f) Large physical gathering at one place should be avoided.
- (g) As much as possible candidates should avoid using other's phones, desk, offices or other work tools and equipment. Clean and disinfect them before and after use.
- (h) Loitering and crowding in corridors should be avoided and people should maintain distance.

Posted on the websites of ICMR and NIIRNCD on **30.10.2023**.

Director In-charge  
ICMR-NIIRNCD, Jodhpur